

Office of Personnel Management
Incentive Awards
Washington, D.C. 20415
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No. 10 SPECIAL SUPPLEMENT TO NOTES 1979
This supplement is distributed to headquarters offices only.
Please circulate to others in your organization who have
incentive awards program responsibilities.

ITEM #1 - Senior Management Service--Your Merit Pay System

The attached booklet prepared by OPM provides law, final OPM regulations and other valuable information on the merit pay system. You may wish to reproduce some of this material for individuals in your field and regional offices who will have responsibility for merit pay employees in their area.

ITEM #2 - Annual Commerce Honor Awards Ceremony

On October 30, 1979, then Secretary of Commerce Juanita Kreps presented the Department's top honor awards, Gold and Silver Medals, to more than 90 employees, in recognition of their valuable contributions to the Government and the Nation.

ITEM #3 - 1979 Rockefeller Public Service Award Winners Announced

Recipients of the 1979 Rockefeller Public Service Award have been announced by Princeton University. Among the winners is an employee of the Indian Health Service of the Department of Health, Education and Welfare. The ceremony honoring the 7 recipients (3 individual awards and 2 joint awards) will be held Tuesday, December 4, 1979, at 6:00 at the Mayflower Hotel. Attached is information which briefly describes the contributions made by those being recognized.

ITEM #4 - Federal Incentive Awards Program Update

The attached material, used as a handout at the meeting of Federal Delegates attending the NASS Conference in Atlanta, provides information on a variety of subjects of interest to those with Incentive Awards Program responsibilities.

ITEM #5 - Excalibur Award

Incentive Awards Administrators are invited to attend the first presentation of this award sponsored by Congressman Barnes to recognize outstanding contributions made by Federal civilian and military personnel. This award is described in the above mentioned material on pages 8 and 9. The ceremony will be held at 11a.m. in the U.S. Capitol Building. Mr. Frank J. Nola, an Aerospace Technician at NASA's Marshall Space Flight Center, has been selected to be the first recipient of the Excalibur Award, for his design of a relatively simple and inexpensive patented device which is expected to produce very substantial savings of energy in the operation of electric motors. Should you wish to attend, please call Congressman Barnes' office for further details (225-5341).

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- Implementation of New Performance Appraisal Systems - It appears that there will be considerable variation in the number of new performance appraisal systems which will be implemented in each agency as well as in the timing of implementation. For example, HEW will use two appraisal systems. On the other hand EPA intends to use a single system for all employees, while Commerce, GSA, VA, Labor, and ACTION will use three. Agencies, at this point, appear to be (1) concentrating on procedural matters rather than the development of performance appraisal systems which are employee and organizational improvement tools and, (2) relying too heavily on their personnel offices to design these systems
- Proposed Language Change on Grievability of Awards - New draft language for Part 771.206 (exclusions) regulations specifically excludes awards matters from coverage within agencies' grievance systems. The language that has been proposed for the final regulations is as follows: "Matters excluded. This part does not apply to: ... (5) Acceptance or non-acceptance of an employee suggestion or invention, or the type, amount, receipt of or failure to receive an award under sections 4502-4504, or an award of the rank of meritorious or distinguished executive under section 4507 of title 5, United States Code

- The Excalibur Award - In May of this year, Maryland Congressman Michael D. Barnes wrote to the heads of Federal departments and agencies announcing a new award, the Excalibur Award, to recognize "civilian and military personnel who have made specific recent contributions of significance to their organizations and/or the public." By establishing this award, the Congressman expressed the belief that he and his Congressional colleagues "can help balance what, unfortunately, has become an almost constant one-sided attack on Government operations and personnel."

The objectives of the award are:

- to recognize some of the most outstanding achievements made by Federal career civil servants at all levels
- to increase public understanding and appreciation for such contributions
- to help counter the negative views associated with Government today
- to encourage those in Government to strive for excellence and to explore Federal career opportunities

Criteria - Those selected for the award must have demonstrated:

- unusual leadership or individual efforts in solving problems at community, state, regional, national or international levels
- outstanding service to the public, e.g. improvement and/or efficiency of services provided the public; or simplification of the regulations affecting the private sector
- personal integrity, honesty, high moral character, and courage in dealing with complex and sensitive issues
- ability to overcome unusual obstacles or handicaps in achieving major organizational goals and objectives
- outstanding scientific, technical, or administrative achievements that bring great credit upon the organization and the Federal Government.

Nominations, not to exceed one page, may be submitted at any time by heads of agencies, members of Congress, or private citizens. These should include: name, title, grade, organization, location of the nominee, brief description of the contribution, and name and phone number of an individual to contact for further information.

The Award will be honorary (certificate and American flag flown over the Capitol). Ceremonies, several times each year, will be held on Capitol Hill, with winners, members of their immediate families, colleagues, Congressional and Executive officials and members of the news media attending. The first ceremony is planned for this month.

Further information may be obtained by contacting Mr. Keith Haller, Administrative Assistant to Congressman Barnes, 1608 Longworth House Office Building, Washington D.C. 20515 (202) 225-5341.

IMPORTANT TRENDS IN SUGGESTION SYSTEMS

Review of the NASS Statistical Report indicates the following comparisons in 1978 versus 1977 results:

- suggestions received per 100 eligible employees - declined from 16/100 to 15/100
- adoption rate declined from 25% to 24%
- average processing time increased from 80 to 97 days
- average award increased from \$111.33 to \$132.74
- average net savings per adoption declined from \$1,759 to \$1,476

TRAINING NOTES FOR INCENTIVE AWARDS ADMINISTRATORS

- Self-training Package - a self-study package for awards personnel is available for loan from OPM Regional Training Centers, the headquarters of departments and agencies, and the Incentive Awards Branch of OPM, Washington, D.C. The package, entitled, "Administration of an Incentive Awards Program" is an instructional package with a syllabus through which the student progresses by reading various publications, listening to cassette tape presentations of various program topics, and examining sample types of promotion and training materials.
- Orientation for Newly Assigned Awards Administrators - The Incentive Awards Branch, OPM will hold half-day orientation programs for newly assigned awards personnel in Washington, D.C. in June 1980, and in Dallas in conjunction with next year's NASS Conference. Other such sessions will be scheduled to meet the needs of agencies and will be announced through "Incentive Awards Notes."
- NASS Seminars for Suggestion Program Administrators - are planned for three major city locations during Calendar Year 1980. The "Nass News/Views" and "Incentive Awards Notes" will provide information on locations, dates, costs, etc.
- 1980 NASS Conference - will be held in Dallas (site and dates to be announced).

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Congress of the United States
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Washington, D.C. 20515

July 15, 1980

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PERS 80-1295

Mr. Harry E. Fitzwater
Acting Director of Personnel
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Fitzwater:

On this third presentation of the Excalibur Award for superior government service, I am happy to announce that Mrs. Carrol Ann Roy of the Veterans Administration was the honored recipient, June 27, 1980, in the U.S. Capitol.

Mrs. Roy was cited for developing home care and vacation programs -- emulated as models throughout the nation -- to benefit chronically ill kidney patients who must forever be dependent on lengthy hemodialysis treatments for their survival. Her dedication and hard work have enabled these persons to retain jobs, go to school, and carry out their daily routines while keeping their involvement in the community intact. Mrs. Roy's innovations have meant a "higher quality of life" for these patients, while freeing hospital personnel and facilities for the care of others.

This September, I plan to present a fourth Excalibur Award to another outstanding federal civilian or military worker. And I encourage you to continue to submit timely and noteworthy nominations to my office for the consideration of the Selection Committee, which is an independent body of eight leaders in government, education, business, law, science, psychology, and medicine. Past nominations, however, will continue to be reconsidered for all future awards.

You may be interested to know that the tiny, energy- and cost-saving invention of our first Excalibur Award

Mr. Harry E. Fitzwater
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recipient, Frank Nola, NASA Marshall Space Flight Center, Alabama, may soon play a focal role in our government's own efforts to cut power consumption in federal buildings.

Our second recipient, Udo Fisher of the Alaskan Air Command, continues to teach life-saving techniques and rescue people in this country's Arctic regions.

Through this program, I am learning much about the scope of our people's imagination, integrity, courage, and achievements; and it is a story that I want to share with the American public. So I am counting on our cooperative efforts to recognize men and women of valour who serve their fellow citizens with honor and thoughtfulness.

I look forward to your nominations and comments on our unheralded -- though laudable -- civil servants.

Sincerely,


Michael D. Barnes

MDB/lk

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